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Ministry
of the
Environment
Ontario

GUIDE FOR APPLYING

FOR

CERTIFICATES OF APPROVAL

AIR

(SOURCES OF CONTAMINANTS)

SECTION 9
ENVIRONMENTAL PROTECTION ACT
R.S.O. 1990, CHAPTER E-19

APPROVALS BRANCH

SEPTEMBER 1992

CONTENTS OF THIS DOCUMENT ARE
SUBJECT TO CHANGE WITHOUT FURTHER NOTICE



CHANGES TO PROCEDURES & REMINDERS

1. NEW APPLICATION FORMS AND GUIDES

Applications for approval under sections 52 & 53 (formerly sections 23 & 24) of the *Ontario Water Resources Act (OWRA)* and sections 9 & 27 (formerly sections 8 & 27) of the *Environmental Protection Act (EPA)* received on or after October 1, 1992 should be submitted with the new application form. The new form outlines basic information which must be provided in order to process the application. Applications received without the necessary prerequisite information WILL BE RETURNED TO THE APPLICANT.

Further information beyond that identified on the application form may also be required and will be dependant of the specific works requiring approval.

The new forms along with guides to assist an applicant in the preparation of a complete application are being finalized and will be distributed early in September 1992.

2. FEES FOR APPROVAL

Applications for approval under the above sections of the OWRA and EPA submitted by applicants other than municipalities and received on or after October 1, 1992 will require that an appropriate fee be attached to the application. In the case where a public hearing is required, the fee will be payable subsequent to the hearing. Normal Ministry of the Environment office hours will not be extended beyond 5:00 pm on September 30, 1992 to receive applications and those received by Approvals Branch after this time will be processed on October 1, 1992.

Applications received without the fee attached WILL BE RETURNED TO THE APPLICANT

Details on how to calculate the fee are included in the guides and provisions for fee estimates have been made on the new application form.

3. COPY OF APPLICATION TO MOE DISTRICT OFFICE

In the case of all section 52 & 53, OWRA applications and section 9, EPA applications submitted to Approvals Branch for processing, a duplicate copy of the application form and documentation should be submitted to the appropriate MOE District Office. In the case of applications submitted to Approvals Branch under section 27, EPA, reference should be made to the above guides for MOE Regional/District copy requirements at the application stage.



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**GUIDE FOR APPLYING
FOR CERTIFICATES OF APPROVAL (AIR)
SECTION 9, ENVIRONMENTAL PROTECTION ACT, R.S.O. 1990**

NOTE TO READER

We welcome written suggestions regarding how we can improve this guide to provide better service. Subsequent editors of the guide will consider all suggestions that are provided. If you wish to make a suggestion, please direct it to the attention of:

Information Officer
Approvals Branch
250 Davisville Avenue
Toronto, Ontario
M4S 1H2

Telephone: (416) 440-3718
Fax: (416) 440-6973

BACKGROUND

This guide gives detailed instructions on how to prepare and submit a complete application for a Certificate of Approval (Air), Section 9, Environmental Protection Act, R.S.O. 1990, (formerly Section 8, Environmental Protection Act).

All applicants are encouraged to follow this guide carefully, as incomplete applications will not be accepted.

General information on the approval requirements and procedures as well as the legislation that affects the applicants for certificates of approval are contained in a separate document entitled "GENERAL INFORMATION, CERTIFICATES OF APPROVAL (AIR), Section 9, Environmental Protection Act, R.S.O. 1990, Chapter E-19, Approvals Branch, August 1992", (General Information Document).

We strongly suggest that applicants read both documents.

AVAILABILITY OF INFORMATION TO PUBLIC

The release of information contained in application forms or submitted in support of applications is subject to the provisions of the Freedom of Information and Protection of Privacy Act, Ontario Regulation 677/87. This Act defines what may and what may not be disclosed to the public and will be used to assess all requests for information contained in approvals.

To be exempt from disclosure, the information must meet all three of the criteria set out in Section 17 of the Freedom of Information and Protection of Privacy Act. These criteria are described below.

1. The information is a trade secret or scientific, technical, commercial, financial, or labour relations information.
2. The information was supplied to the Ministry, or designated authority on its behalf, in confidence. The information must have been explicitly supplied and consistently treated in a confidential manner.
3. One or more of the following harms will occur if the information is released. The release of information will:
 - * Prejudice the competitive position or interfere with the contractual or other negotiations of a person, group of persons, or organization. This prejudice or interference must be significant;
 - * Result in similar information no longer being supplied to the institutions where it is in the public interest that similar information continue to be supplied. This does not apply where a statute or regulation requires that the information be supplied;
 - * Result in undue loss or gain to any person, group, committee or financial institution or agency; or
 - * Reveal information supplied to, or the report of, a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute.

The applicant should identify all documents which are to be considered confidential, i.e., exempt from disclosure, and must provide detailed evidence in support of this claim.

The evidence in support of this claim will be one of the factors the Ministry considers when making a decision regarding disclosure of the records. If the decision is to release all or some of the information that was requested to be kept confidential, the applicant will be notified before the record is released. If the applicant disagrees with the decision, an appeal may be made to the Information and Privacy Commissioner for Ontario, who will review the decision.

GENERAL INSTRUCTIONS

1. The review and assessment of complete applications usually takes an average of four weeks. It should be noted that the review time will likely be longer if the proposal includes or affects numerous emission points, results in a discharge of contaminants for which the Ministry does not have standards or interim standards, requires a noise review, or requires comments from other branches or additional information from the applicant. Complete application submissions are processed in chronological order so the earlier the application received, the earlier it will be reviewed.

It is recommended that applicants submit complete applications well in advance of the proposed construction and installation.

2. Each application must provide sufficient information to permit the Approvals Branch to conduct an independent engineering analysis to assess compliance with the Act, regulations, policies and guidelines as applicable.
3. The applicant must ensure that all of the information required by this guide is provided, and that all drawings, data sheets and other supporting documentation are identified with a reference number.

It is suggested that the reference numbering used correspond to the particular part of the application for which it is being provided. Documentation required to verify the legal name of the owner would be referenced as 1.1, copies of existing Certificates of Approval would be 6, the general description of the proposal would be 7.2, etc.

4. The shaded areas of the application form are for Approvals Branch use only. In this area, missing information will be noted by an "X". If the application is returned, this information will have to be provided when reapplying.
5. All data and information should be typed or legibly printed in ink.

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- 6. It is recommended that the applicant retain a copy of all applications and correspondence sent to the Approvals Branch.
 - 7. The following approvals are processed by the Regional Offices of the Ministry of the Environment:
 - (1) Propane, natural gas or #2 oil-fired combustion equipment, having a total heat input not exceeding 10,550,000 kilojoules per hour (10,000,000 BTU/hour), which is used for comfort and space heating.
 - (2) Equipment associated with the following paint spray booths:
 - (a) dry arrestor filter type booths;
 - (b) spray booths for the application of polyester type materials thinned by styrene or similar materials;
 - (c) paint spraying operations using enamel and lacquer type paints, containing toluene and xylene as solvents;
 - (d) single gun operations with a spraying rate of not more than 20 ounces per minute; and
 - (e) automotive paint spray booths for the painting of not more than one automobile at a time.
 - (3) A class 2 mobile PCB destruction facility proposed to be operated at a particular Class 2 or Class 3 mobile PCB destruction facility waste disposal site for which certificates had previously been issued under sections 8 and 38 of the Act (R.S.O. 1980) permitting its establishment, subject to a further certificate under section 8 of the Act being issued permitting its establishment, subject to a further approval under Section 8 of the Act being issued permitting operation at a particular Class 2 or Class 3 mobile PCB destruction facility waste disposal site. (Class 2 mobile PCB destruction facility waste disposal site means those so classified under Ontario Regulation 148/86); and
 - (4) Relocation of portable or mobile rock crushing plants and associated equipment and portable asphalt paving plants and associated equipment, which have been issued a certificate under section 9 of the Act.
 - 8. Administrative staff receives and screens for completeness all applications for certificates, even if the application package is addressed to the Director.

Incomplete applications will be returned.

Only complete applications will be forwarded to the engineering staff for technical review.

The technical review may result in:

1. A request for additional information to be submitted by the applicant;
2. A request for environmental standards and/or stack testing requirements to be submitted to the Air Resources Branch of the Ministry ;
3. A request for policy direction from other branches and/or Senior Management of the Ministry;
4. A request for background information to be provided by the Ministry's regional staff with respect to the ambient air quality or possible previous complaints in the vicinity of the proposed new or altered facility; and finally
5. Issuance of a certificate or a notice of refusal.

Staff of the Approvals Branch request additional information in writing, unless only minor clarification is needed. All letters from the Approvals Branch include a deadline for response. If the response is not received by the deadline, the application is returned and cannot be considered without the applicant reapplying for approval.



INSTRUCTIONS FOR PREPARING A COMPLETE APPLICATION

The following section numbers correspond to the section numbers in the application form.

SECTION 1: APPLICANT, DECLARATION AND TECHNICAL CONTACT

Certificates of Approval are legal documents and are binding upon the applicant(s) to whom they are issued. A certificate holder will be responsible for the compliance with all the terms and conditions that may be imposed in the certificate. Failure to comply with the terms and conditions may result in prosecution under the Act.

If there are any agreements between two or more parties concerning the equipment, copies of all such agreements must be submitted with the application. As an example, agreements may exist between an owner of the equipment and the operator. (Further information is available in the "General Information Document").

NOTE: The Ministry is not bound by the contractual relationships or informal understanding between persons. Accordingly, the Ministry can take action against a person whether or not the person is named on the Certificate of Approval and regardless of private arrangements between persons.

Section 1.1: Applicant

Certificates must be issued to legal entities. Therefore, the Director requires documentation that properly identifies the applicant(s) to be provided with the application.

Owner of the Equipment

The following supporting documentation (photocopy of document is acceptable) is required to be submitted, unless the most recent record has been submitted with a previous application (in the latter case, provide the corresponding Certificate of Approval number):

(1) Corporations

(a) Provincially incorporated companies

- Form 1,2 or 3 under the Corporations Information Act as obtained from the Ministry of Consumer and Commercial Relations located at 393 University Avenue (2nd floor), Toronto;

(b) Federally incorporated companies

- Articles of Incorporation, Articles of Continuance (Form 11) or Articles of Amendment (Form 4) under the Canada Business Corporations Act as obtained from the Department of Consumer and Corporate Affairs, Federal Corporations Branch, Place Duportage, Tower 1, 50 Victoria St., Hull.

(2) Partnerships

- Declaration under the Partnerships Registration Act as obtained from the Ontario Ministry of Consumer and Commercial Relations;

(3) Individuals and Other Applicants

- Birth certificate, driver's licence, passport or other documentation that provides identification.

(4) Business Names

- Registration filed under the Business Names Act, 1990 (note: this may be required in addition to other documentation if the company operates under a business name. For instance, John Smith carrying on business as John's Soil Remediation Company would need to submit John Smith's birth certificate plus the business registration, and Ontario 111 Ltd. carrying on business as Clean Water Supplies would have to submit Form 1,2 or 3 for Ontario 111 Ltd. plus business registration for Clean Water Supplies).

Operating Authority

If a second party has contracted to operate the facility on behalf of, or in partnership with the owner, or rents the equipment, the owner must supply the legal agreement which exists between the parties. The legal agreement must identify the parties involved and their respective responsibilities concerning the operation and maintenance of the facility.

The legal name of the operator must be provided and verified by providing the documentation outlined above.

Other

If the applicant is not the owner or operator of the equipment for which application has been made, as in the case of a land owner, the legal agreement between the "other" party and all other parties responsible for owning, operating and maintaining the equipment for which application has been made, must be provided.

The legal name of the applicant must be provided and verified by providing the documentation outlined above.

Section 1.2: Declaration by Applicant(s)

The applicant(s) is/are required to make a statement that, to the best of his/her knowledge, the information submitted in the application is complete and accurate.

As previously explained, the applicant(s) is/are legally responsible for the equipment for which application is being made.

If the application is not signed and dated, it will be returned to the applicant(s).

Section 1.3: Applicant's Technical Contact

The person who represents the applicant(s) and who is familiar with the technical details of the proposal must be identified so that this person may be consulted for clarification.

If the technical contact is not the applicant, a letter authorizing the technical contact to act on behalf of the applicant must be provided. If the authority of the technical contact is restricted, the authority letter must clearly state the extent of the authority. The applicant should clearly state who will be authorized to give information, change design specifications, comment on draft certificates of approval, or any other matter affecting the authority of the technical contact to represent the applicant with the Ministry.

SECTION 2: LOCATION OF PROPOSAL**Section 2.1: Stationary Sources**

The location of the proposed equipment must be accurately identified. The following descriptions are acceptable and are presented in the order of preference:

i) Legal Description: e.g., Lot 3, Concession X
Township of Emily, Ontario

or

e.g., Lot 3 and Part Lot 4,
Registered Plan 112
City of Toronto, Ontario;

Municipal Address

For Urban Sites: e.g., 123 John Street,
Toronto, Ontario

- ii) Township supported by map co-ordinates, e.g., 80°40' west longitude and 48°24' north latitude in the Township of Jocelyn, Ontario; or
- iii) Township supported by approximate highway location, e.g., 500 kilometres east of Thunder Bay along Provincial Highway 17 in the Township of White River, Ontario.

Section 2.2: Mobile

If the proposed equipment is to be moved from site to site, such as portable asphalt plants and crushers.

SECTION 3: LAND USE INFORMATION

Section 3.1: Zoning Information

It is the applicant's responsibility to ensure that the proposal will be located in an area which is zoned to legally permit the proposed use.

If an amendment to an Official Plan or Zoning By-Law is required, it should be obtained by the applicant prior to submitting the application. A certificate of approval will not be issued unless the applicant can demonstrate that the proposed use will not contravene area zoning.

Section 3.2: Niagara Escarpment Planning and Development Act

The Niagara Escarpment Planning and Development Act (NEPDA) requires that a "development permit" be obtained from the Niagara Escarpment Commission to "change the use of any land, building or structure" within the boundaries of the Niagara Escarpment.

Further, NEPDA prohibits the issuance of any "other permit", unless the development permit has been issued and the other permit conforms to the requirements of the development permit. To ensure compliance with these requirements, the applicant must submit a copy of the development permit for all undertakings subject to the requirements of the NEPDA.

If the development permit is required and is not submitted, the application will not be accepted.

SECTION 4: GENERAL OPERATIONS INFORMATION

A brief description of the nature of business, industrial process or activity related to the site is required in this area. It will provide an understanding of the overall site activity, as well as assist in the industrial classification of the company.

A typical example is as follows:

"Scrap iron is charged to electrical induction furnaces then pored into sand molds to produce automotive engine parts."

SECTION 5: PURPOSE OF THE APPLICATION

In this area, the applicant must indicate the nature of the application by filling in the appropriate areas and noting the number and type of unit(s) for which application is being made.

On the application form:

"Pollution Control Equipment" means equipment that collects, transfers and controls discharges of all contaminants, including noise and vibration.

"Process Equipment" means equipment such as reactors, mixers, crushers, tanks, etc., that are part of a process.

"Combustion Equipment" means equipment where combustion takes place. Examples include boilers fired with fuels such as natural gas, number 2 oil, wood, etc., fume incinerators, process heaters, heating/ventilation units, dryers, etc.

"Other" has been provided in the event that the proposal does not fall into any of the given categories. The types of proposals that may fall under this category could include stack modifications, general ventilation fans, changes in process conditions, etc.

"Type" refers to the type of equipment applied for. Typical examples include, baghouse, reactor tank, boiler, exhaust fan, etc.

"No. of Units" refers to the number of units applied for.

"New" means that the proposal for which application is being made is to be established or added and currently does not exist.

"Modification" means that existing equipment or processes are to be changed in some way.

For further information on approval requirements, refer to Section 1 of the General Information Document.

A brief description summary of the reason for the application should be given at the bottom of this section. This information will assist Ministry staff in understanding the purpose for the application. The following example descriptions are provide as guidance:

"The addition of a baghouse to control the emissions from an existing sanding operation."

"The addition of the laboratory exhaust to the exhaust system serving the main paint line."

"Upgrading of air pollution control equipment to enable (increased production) or (reduce emissions in response to public complaint, Ministry control order, etc.) or (compliance with Regulation 308 requirements), etc."

SECTION 6: EXISTING CERTIFICATES OF APPROVAL

When the application is for modifications to something which is already approved in a certificate, Approvals Branch will review the previous file. The review of the application for modification may therefore result in a revision of the original approval or issuance of a new Certificate of Approval to replace the original approval.

The applicant should check all existing certificates of approval to see if they are related to the proposal for which application is now being made. The certificate number of the approval should be indicated in the area provided. If available, copies of the certificates should also be submitted.

An explanation of how the existing certificate is related to the proposal for which application is being made, should be included under Section 7.2.

The following are examples of when existing certificates should be indicated:

- if the proposal is for new pollution control equipment for an existing, approved operation;
- if the proposal is for a change of raw materials used in an existing, approved operation;
- if the proposal is for an increase in the production rate of an existing, approved process;
- if the proposal is for noise abatement measures for an existing, approved operation.

SECTION 7: DETAILED DESCRIPTION OF PROPOSAL

A detailed description of the proposal for which application is being made must be provided in this area.

The following information is to be included and the reference number for each item must be indicated in the appropriate column on the application form:

(As an example, the type of information that would be required under each subsection, for this section, is provided in Appendix A. The example is for a baghouse for an existing, approved asphalt plant.)

Section 7.1: Abstract of Proposal

The information in this section should provide an overall understanding of what is being proposed. This information will also assist in describing the proposal on the Certificate of Approval that the Director may issue and should include the following:

- (1) The purpose of the equipment, process or modification for which approval is requested.
- (2) Sufficient information to identify what is being proposed for approval, such as the type of equipment, volumetric flow rate, thermal input, production rate, etc.

The parameters used to describe the process, processing equipment, air control equipment will depend on what is being approved. However, it should be noted that the "worst case" scenario is considered in the technical review. Therefore, maximum values should always be used for the various parameters;

-
- (3) Description of the discharge point(s), including the stack height above grade, stack height above roof, stack exit diameter and volumetric flow through the stack at a specific temperature. Use schedules when listing a number of emission sources or equipment; schedules are a valuable tool to use in making the information precise and comprehensible

Section 7.2: General Description of the Proposal

A written description of the reason for the proposal and the related operations must be supplied. Related operations are those that contribute to or affect the contaminant emissions associated with the proposal.

The description should assist in interpreting the Process Flow Diagram, Section 7.3, below.

This section must also include an explanation of how the proposal is related to any existing approvals, listed in Section 6.

The description should concentrate on the sources of contaminant emissions and how these emissions are generated and controlled.

Section 7.3: Data Sheets

The Approvals Branch has data sheets for the following equipment:

- Baghouses
- Cyclones
- Packed Scrubbers
- Paint Spray Booths

If applying for any of the above, the data sheet must be completed and submitted with the application.

Copies of these data sheets are in Appendix B.

Section 7.4: Process Flow Diagram

A process flow diagram and any supporting documentation, as it relates to the application, must accompany every application.

If there is more than one source of emission, it may be easier to show each source, any related air pollution control equipment and the stacks and vents on a separate diagram. In this case, the diagrams should be identified, and if they are interconnected, their relationship with each other should be explained.

A sketch, not necessarily to scale, or a block diagram, prepared in a reasonably neat manner, is sufficient.

The process flow diagram is to include the following:

7.4.1: Process Step(s) and/or Unit(s)

The process step(s) and/or unit(s) for which application is being made, and other items or equipment that may affect the emissions of contaminants, must be shown on the process flow diagram.

7.4.2: Operating Conditions, Process Streams and Flow Rates

Items to be described include:

- Inputs
- Outputs
- Process step and unit temperatures and pressures
- All flow rates
- All stream flows are to be identified by lines and arrows denoting the direction and destination of flows.

Section 7.5: Stacks, Vents Contaminant Emission Information

The information in this section should summarize all stacks, vents and contaminant emissions related to the application.

The contaminant emission information will be used to assess compliance of the overall emissions (i.e., existing and those produced as a result of the proposal) with the interim standards and the standards listed in Regulation 308. A copy of the most recent "Summary of Point of Impingement Standards, Ambient Air Quality Criteria (AAQC's) and Approvals Screening Levels (ASLS)" is available in Appendix 10 of the General Information Document.

7.5.1: Contaminant Emission Summary Table

All stacks and vents that form part of the application must be identified by a number, noted in the process flow diagram and cross-referenced in the drawings required by Section 7.6, below. The table, in Appendix C, is then to be used to summarize the following information, for each emission source:

- The identification number, as cross-referenced in the process flow diagram and the drawings required by Section 7.6, below;
- Stack height above grade;
- Stack height above roof;
- Stack diameter;
- Volumetric flow rates of the gases discharged, in cubic metres per second;
- Temperature of the gases discharged, in degrees Celsius;
- The contaminants to be discharged; and
- The rate of contaminant discharge, for each contaminant, in grams per second.

7.5.2: Supporting Information for Contaminant Emissions

For each of the contaminants identified above, the following is required:

- CAS number for each material discharged and Material Safety Data Sheets for the raw materials and the products
- Documentation on emission rate estimates, including calculations showing how the emission rates were determined, previous stack testing reports and/or pollution control equipment manufacturer's guarantees.

7.5.3: Existing Sources Of Contaminants

If an inventory of all existing sources of the contaminant(s) discharged from the proposal is required, this information is to be summarized on a table similar to the one provided in Appendix D.

In order to determine if an inventory is required, refer to the General Information Document, under the Appendix 4, Section 4.2.2.

Appendix C also contains a guideline on how to complete a source inventory.

7.5.4: Dispersion Calculations

Applicants are encouraged to complete dispersion modelling to determine the point of impingement concentrations of contaminants. Please review Section 4 of Appendix 4 in the General Information document for information on dispersion calculations.

Software for dispersion modelling may be requested from the Air Quality and Meteorology Section, Air Resources Branch, Ontario Ministry of the Environment, 125 Resources Road, Rexdale, Ontario, M4V 1K6 (Telephone No. 416-235-5772 or 416-235-5764). The applicant will be required to supply three blank diskettes.

Section 7.6: Site, Plot, Roof and Elevation Plans

The information provided in the plan(s) will be used in dispersion calculations to assess the point of impingement concentrations for the purposes of evaluating the environmental impacts on the surrounding areas. This information is critical in determining whether a proposal will be in compliance with Regulation 308, enacted under the Act.

Site, plot, roof and elevation plans including the following must accompany the application:

- Each stack or vent must be identified by the same number as used in the process flow diagrams and the emission summary table in Appendix D;
- Height above grade, in metres;
- Height above roof, in metres;
- Exit diameter, in metres;
- All property lines, clearly marked;
- Main building elevations;
- Other building dimensions;

-
- Locations of nearest fresh air intakes, openable windows and doors closest to the proposed stack and/or vents;
 - Relation of the points of emission to off-property structures in the immediate neighbourhood including the following:
 - distance from stack (s) to nearest building, height of this building, nature of the building;
 - distance from stack(s) to nearest building higher than stack, height of this building, nature of the building; and
 - distance to the nearest residence, nursing home, hospital, and/or school;
 - North orientation; and
 - A clear indication of the scale used.

Section 7.7: Supporting Information for the Assessment of Noise and Vibration Emissions

The applicant must provide information required for the assessment of noise and vibration impact which may result from the operation of the proposed installation. The information should include the following:

- Relevant equipment specifications, including power rating, flow rates, sequence of operation of multiple and/or intermittent sources;
- Acoustical characteristics of sound sources, including sound emission rating, frequency spectrum, source directivity, as well as time varying, tonal and impulse characteristics of the generated sound;
- An up-to-date land use zoning designation plan of the area surrounding the proposed installation;
- Area location plan indicating the nature of the neighbourhood around the installation including property boundaries and the location of the adjacent buildings and structures (existing and proposed);

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- Relevant (scaled) architectural and mechanical drawings (plans, elevations and sections) showing location and orientation of sound emission points or surfaces with respect to critical receptors (existing or proposed residential properties identified in accordance with an up-to-date zoning schedule);
 - Distance from the proposed installation to the nearest residential property lines; and
 - Details of noise and vibration control measures proposed for the installation.

The applicant should also provide the following assessments:

- An assessment of ambient noise conditions at critical receptor locations (existing or proposed residential properties identified in accordance with an up-to-date zoning schedule) affected by the proposed source, based on results of site monitoring or traffic noise prediction.
 - If no information on the existing ambient noise conditions is available, the minimum criterion limit applicable for the day/night time period for the relevant Class Area designation as specified in Technical Publications NPC-205 and NPC-232 (as amended) is to be assumed.
- An assessment of noise impact due to the proposed source(s) on critical receptor locations based on results of prediction or measurement survey;
- A comparison between the sound levels due to the proposed source(s), projected at critical receptor locations, and the applicable limits, as well as the determination of the excess above the limits;
- An assessment of effectiveness of noise control measures proposed in the application in reducing the noise to acceptable levels;
- If the application is for a large manufacturing and/or process plant or an industrial complex comprising of multiple sound and vibration sources, the applicant must provide an assessment of noise/vibration impact, in the form of a report prepared by an Acoustical Consultant.

The following guidelines are available from the Approvals Branch to assist the applicant in providing all of the required information:

- "Guidelines on Information Required for the Assessment of Planned Stationary Sources of Sound", Technical Publication NPC-233, as amended;
- "Sound Level Limits for Stationary Sources", Technical Publication NPC-205, as amended;
- "Sound Level Limits for Stationary Sources in Rural Areas", Technical Publication NPC-232, as amended.

SECTION 8: OPERATING SCHEDULE AND PRODUCTION DATA

8.1 Operating Schedule

The information requested in this area only applies to the operating times of the proposal for which an application has been submitted. It will be used to assess the effects on the environment, including noise and vibration.

8.2 Production Data

List principal materials used and products produced in the plant or part of the plant under consideration giving volume, weight, or quantity per day, week, or other production period.

SECTION 9: SCHEDULE FOR CONSTRUCTION/OPERATION

The construction and operation of the proposal must not proceed until approval has been received from the Director, Section 9, EPA.

SECTION 10: FEES

10.1 General Information

As of October 1, 1992 the Ministry is charging fees for certificates of approval. At this time, municipalities are exempt from the requirement to pay fees. Other applicants should note that the fee must be submitted with the application, if the application is received by the Approvals Branch of the Ministry of Environment after 5:00 pm on September 30, 1992 or on any subsequent date (stamped received October 1, 1992 or later).

The estimated fee for the approval should be calculated as described below, reported and submitted as indicated in section 10 of the application form. Approvals Branch will return applications which do not have enclosed payment of the fee.

Fees will be refunded if the application is cancelled or the application is refused.

10.2 Fees Estimate

The fee for an approval for the establishment of new pollution control device or the extension, alteration or replacement of existing pollution control device is 2 percent of the estimated cost of the pollution control device to which the application relates. The fee may not be less than \$50 and not more than \$100,000.

"Pollution control device" means any plant, structure, equipment, apparatus, mechanism or thing which:

- reduces the amount of contaminants, makes the nature of contaminants less harmful or decreases the rate of production of contaminants before the contaminants are discharged to the natural environment; or
- conveys, collects, handles, monitors, controls, transfers, emits or discharges a contaminant into the natural environment.

The following are to be included in determining the cost of a pollution control device:

- the estimated cost of the labour, excluding tax, required for the construction, alteration or expansion,
- the estimated cost of the materials, excluding tax, construction, alteration or expansion,
- the estimated current market value of any building which is necessary for the proper functioning of the pollution control device.

The following are to be excluded in determining the cost of pollution control devices:

- the cost of any land purchased for the purposes of the application,
- the cost of any engineering and other consulting services,
- the cost of materials or things that were approved in a previous approval under Section 9 and Part V of the Environmental Protection Act and Section 52 and Section 53 of the Ontario Water Resources Act, or that existed before the application and did not require approval.

APPENDIX A

EXAMPLE OF THE TYPE OF INFORMATION REQUIRED FOR SECTION 7

SECTION 7: DETAILED DESCRIPTION OF PROPOSAL

7.1: Abstract of Proposal

- (1) This application for a baghouse is to control the emissions from an aggregate dryer.
- (2) The baghouse to be installed is manufactured by ABC Ltd., model no. 444. It is equipped with 400 Nomex filter bags, with a total filter area of 770 square metres and has a reverse air, jet pulse type of a cleaning method.
- (3) The exhaust from the baghouse is discharged to the atmosphere at a maximum volumetric flow rate of 16.7 normal cubic metres per second at a temperature of 135 degrees Celsius, through a stack having an exit diameter of 0.5 metre, extending 5.0 metres above the roof and 10 metres above grade.

7.2: General Description of the Proposal

The company operates a batch asphalt mixing plant in Thunder Bay. The plant produces 3 tonnes of asphalt during each operating cycle. This asphalt plant is covered by an existing certificate - no. 8-6000-90-006, attached (an example of this approval is not provided). We have decided to replace the cyclone that is currently used with a baghouse. This decision is based on the improved collection efficiencies that baghouses provide.

Cold aggregate and sand are drawn from storage silos. The aggregate, mainly limestone and silica obtained from an off-site quarry accounts for about 90 percent of the feed, with sand making up the balance.

The aggregate/sand mixture is heated to a temperature of 170 degrees Celsius in the aggregate dryer. The burner is fired by no. 2 diesel oil. The emissions from the dryer are controlled by the baghouse applied for. The hot, dry aggregate mix discharges from the dryer into the bucket elevator conveyor, which raises it to the hot silos above the pug mill. The mix is prescreened into four hot silos which hold the different size fractions. Dust collected from the baghouse will also be added to the smallest fraction.

During the first phase of the asphalt production cycle, the hot bin bottom opens and discharges the pre-set size fraction via the weigh scales into the pug mill mixing chamber. When all the materials are in place, the pug mill is activated to dry mix the components. The mixing time is 25 seconds, which is sufficient for a homogeneous mixture.

Following the mixing period, hot liquid bitumen at 150 degrees Celsius is pumped into the pug mill. The bitumen is heated indirectly using No. 2 diesel oil and stored in a separate holding tank. Approximately 5 to 7 percent by weight of the mix is bitumen. A 15-second cycle is then used to thoroughly mix the bitumen with the other components. The mixed asphalt product is discharged through the bottom gates of the pug mill into the dump trucks.

7.3: Data Sheets

A completed data sheet follows this page.

DATA SHEET FOR A BAGHOUSE

1. Make and Model No. ABC HT, Model No 444
2. Capacity 18.4 actual m³/s, 175°C
3. Cleaning Mechanism pulse jet
4. Filter Area:
Gross 770 m² Net _____
5. Material of Filter Nomex
6. Characteristics of Gas Stream:

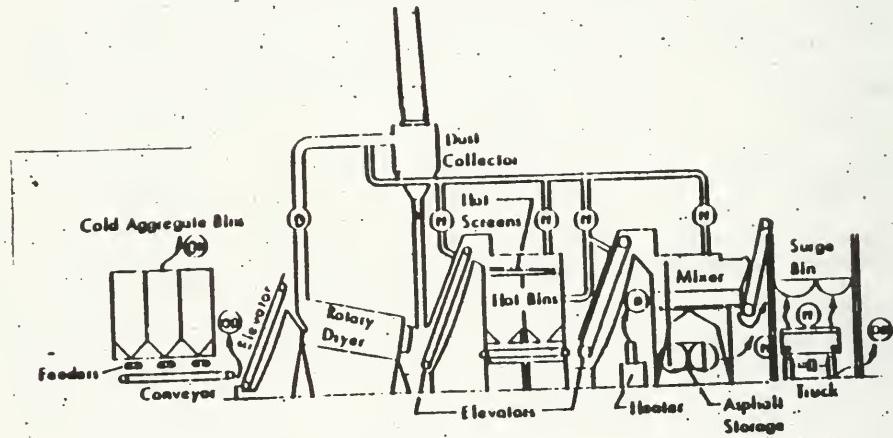
	Inlet	Outlet
Flowrate (actual cubic metres per second)	16.7	16.7
Temperature (Celcius)	135	135
Particle Size (microns)	0.1 - 80	≤ 40
Moisture Content (percent by weight)	20 - 30	20 - 30
Emission Rate (grams per second) (list contaminants)	2.0	0.33
(particulate matter)		

7. Manufacturer's Guarantee on Outlet Loading
Particle Size 0.02 g/m³
≤ 40 microns
8. Stack Data:
Height Above Grade (metres) 10
Height Above Roof (metres) 3
Exit Diameter (metres) 1.0
Exit Velocity (metres per second) 21
Exit Temperature (Celcius) 135
9. Drawings, to scale, showing design and location of baghouse.
(See attached)

7.4: Process Flow Diagram

LEGEND

- D - ducted emissions
PF - Process Fugitive Emissions
OD - Open Dust Emissions



GENERAL PROCESS FLOW DIAGRAM

7.5: Stacks, Vents Contaminant Emission Information

7.5.1: Contaminant Emission Summary Table

CONTAMINANT EMISSION SUMMARY TABLE

Stack Identification No.	1						
Volumetric flowrate of gases discharged (cubic metres per second)	16.7						
Temperature of gases discharged (Celsius)	135						
Stack height above roof (metres)	5						
Stack height above grade (metres)	10						
Stack diameter (metres)	1.0						
Contaminant(s) in the exhaust:	Rate of Discharge (grams per second)						
Particulate	0.334						
Nitrogen Oxide							
Sulphur Dioxide							

Is an inventory of all existing sources of the contaminant(s) discharged from the proposal required? (See Section 7.5.3 of the "Guide")

YES

NO

7.5.2: Supporting Information for Contaminant Emissions

The contaminant to be discharged is particulate matter. A CAS number and material safety data sheets are not available.

The supplier of the baghouse has guaranteed an outlet particulate concentration of 0.02 grams per cubic metre (g/m³). The guarantee is attached to the application.

At a volumetric capacity of 16.7 cubic metres per second (m³/s), the emission rate will be 0.334 grams per second.

$$16.7 \text{ m}^3/\text{s} \times 0.02 \text{ g/m}^3 = 0.334 \text{ g/sec}$$

7.5.3: Existing Sources Of Contaminants

We have checked with the General Information Document; an inventory of existing sources is not required.

7.5.4: Dispersion Calculations

Two calculations are shown. the first is a virtual source (Hot Bins, Mixer & Surge Bins building higher than stack). The second is a point source and would apply if there was no building within 100 metres upwind had a height above the emission point. The calculations as shown are outputs from the Ministry program that is executed on an IBM compatible PC.

1. Virtual Source

length = 4 metres, width = 4 metres and hight = 5 metres
distance from source to property line is 10 metres

CONCENTRATION AT POINTS VERSION 2.00

Virtual Sources

Number	Height m	Emission Rate gm/s	Width m	Length m	Angle deg	X m	Y m
1	10.0	.33	4.0	4.0	.0	0.	0.
Points of impingement							

No	x (m)	y (m)	z (m)	type	Description
1	0.	10.	0.	closed	property line

Point of Impingement (m)	Stab (m)	Concentration (ug/m ³)	Wind Conditions	Height (m)
0.	10.	483.96	90.0	5.000
	C			.0
	D	787.16	90.0	5.000
				.0

2. Point Sources

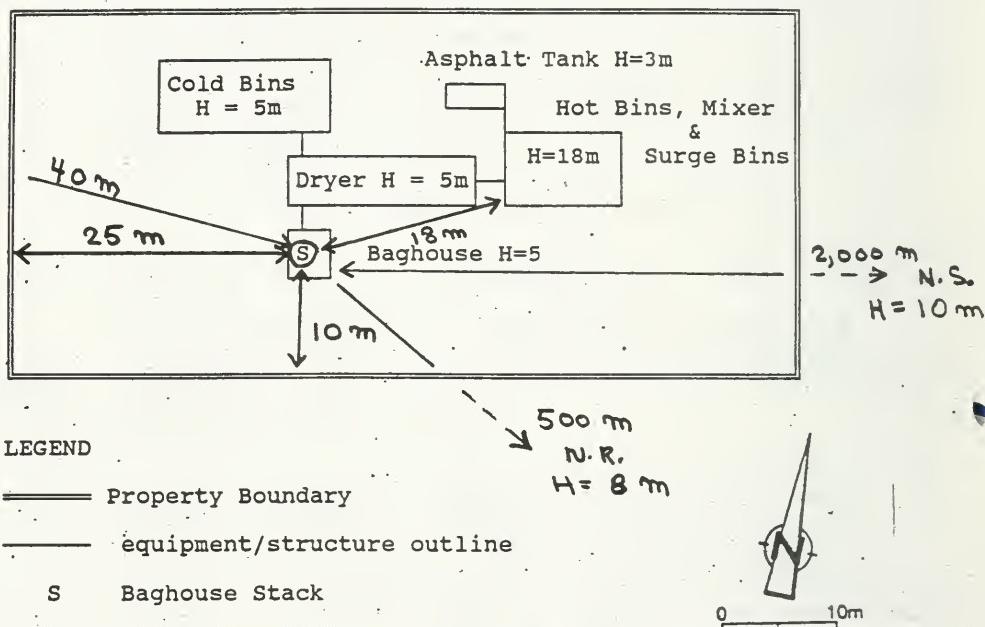
Number	Height m	Emission Rate gm/s	Exit Velocity m/s	Diameter m	Temp C	X m	Y m
1	10.0	.33	21.2	1.0	135.0	0.	0.

Single Source Maximum Ground Level Concentrations

Source Stability	Maximum Conc (ug/m ³)	Distance (m)	Wind Speed (m/sec)
1	C	13.966	5.235
D	16.919	344.	5.235

7.6: Site, Plot, Roof and Elevation Plan

Easy Street



- Surrounding Land use designated Industrial
- 40 metres to nearest industrial office (I.O.)
- 500 metres to nearest residence (N.R.)
- 2 kilometres to nearest school (N.S.)
- 7.7: Supporting Information for the Assessment of Noise and Vibration Emissions

Information on noise and vibration emissions was provided with the previous application, (certificate no. 8-6000-90-006). There will not be any new sources of noise and vibration. The operations will remain the same, with the exception of the addition of the baghouse.

APPENDIX B
DATA SHEETS

PAINT SPRAY BOOTH DATA SHEET

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The following information should be included to expedite the processing of the application for a paint spray booth.
If more than one paint will be (is) used in your paint booth, please fill out one of this data sheet for each paint.

- 1) Type and trade name of the paint (eg: lacquer, Silver11) and material safety data sheet. _____
- 2) Weight (density) of paint (kg/litre) _____
- 3) Maximum paint usage per hour (litre/hr) _____
- 4) Trade names of all materials (reducer, thinner, hardener etc.) added to the paint accompanied by the appropriate material safety data sheets _____
- 5) Amount of each of material (paint, reducer, thinner, hardener etc.) in the final paint mixture: (on a separate sheet if necessary)

Trade name of material	Quantity (in litres)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 7) Type of paint system (eg: electrostatic, airless etc.) _____
- 8) Make, type and model No. of paint booth _____
- 9) Provide a drawing showing the dimension (height, length, width) of the paint spray booth and area of the booth exhaust.
- 10) Total area of arrestor (filter) pads, if applicable, (m^2) _____
- 11) Make and model No. of the spray gun _____
- 12) Maximum spraying capacity of the nozzle (g/s) _____
- 13) Exhaust fan capacity (m^3/s) _____
- 14) Provide a drawing of the stack showing the direction of discharge and details of the stack head (indicate rain cap, cone, sleeve etc. if applicable)

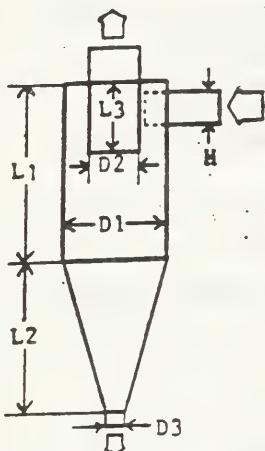
15) A site plan (to scale) showing the stack or vent location on plant building, property boundaries, and distance to the nearby off-property buildings. Indicate land use zoning designation (eg: residential, commercial, industrial etc.) of the area surrounding the plant building and the locations of fresh air intakes and openable windows on the plant and, if practical, on nearby buildings (see sample site plan below for guidance).

16) Telephone No. of applicant or person to contact for any additional information Tel: Fax: Name:

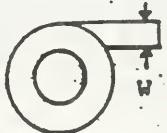
If you require any assistance in completing this sheet please contact this office at Tel:416-440- Fax:416-440-6973 Name:

Cyclone Specification Sheet

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CYCLONE SPECIFICATION SHEET



1. Use units which are most accurately known.
2. Circle the appropriate choice where necessary.

L1 = ft / m D1 = ft / m
 L2 = ft / m D2 = ft / m
 L3 = ft / m D3 = ft / m
 H = ft / m W = ft / m

Any inlet vanes? Yes / No

Description of location in process
(Refer to flow diagram, if possible.)

Cyclone manufacturer and model

PARTICULATE CHARACTERISTICS

What material is the particulate made up of?

Particulate Density

g/cc, lb/ft³

Particulate Loading

IN OUT

grain/SCF, g/m³

Particle weight-size distribution

Micron range

Inlet

Outlet

0 - 1	%	%
1 - 3	%	%
3 - 5	%	%
5 - 10	%	%
10 - 20	%	%
20 - 44	%	%
Over 44	%	%

GAS STREAM CHARACTERISTICS

Flowrate

Maximum

Average

Temperature

Design pressure drop

What gas is used?

CYCLONE CHARACTERISTICS

Type of cyclone (circle appropriate choice)

Wet / Dry

Single / Dual / Quadruple / Multyclone

Describe the means provided for removal of the collected particulate from the dust exit of the cyclone.

ADDITIONAL INFORMATION

In the space below or on separate sheets, provide the following further information:

1. Details regarding the mode of operation.
2. An assembly drawing (front and top view) of the abatement device dimensioned and to scale clearly showing the design, size and shape. If the device has bypasses, safety valves, etc., include in drawing and specify when such bypasses are to be used and under what conditions.

DATA SHEET FOR A BAGHOUSE

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1. Make and Model No. _____
2. Capacity _____
3. Cleaning Mechanism _____
4. Filter Area:
Gross _____ Net _____
5. Material of Filter _____
6. Characteristics of Gas Stream:

	Inlet	Outlet
Flowrate (actual cubic metres per second)		
Temperature (Celsius)		
Particle Size (microns)		
Moisture Content (percent by weight)		
Emission Rate (grams per second) (list contaminants)		

--

7. Manufacturer's Guarantee on Outlet Loading
Particle Size _____
8. Stack Data:
Height Above Grade (metres) _____
Height Above Roof (metres) _____
Exit Diameter (metres) _____
Exit Velocity (metres per second) _____
Exit Temperature (Celsius) _____
9. Drawings, to scale, showing design and location of baghouse.

PACKED SCRUBBER SPECIFICATIONS

1. Make and Model No. _____
2. Volumetric Capacity _____ (cubic metres per minute)
3. Type of Packing _____
4. Height of Packing _____ (m)
5. Type of Scrubbing Solution _____
6. Is the Scrubbing Solution Recycled _____
7. Amount of Scrubbing Solution Used _____ (litres per minute)
8. Pressure Drop Across Scrubber _____
9. Scrubber Height _____ (m)
10. Scrubber Diameter _____ (m)
11. Contaminants to be Controlled _____
12. Rate of Contaminants Into Scrubber _____ (g/s)
13. Rate of Contaminants Out of Scrubber _____ (g/s)
14. Process for which the scrubber is being installed:

APPENDIX C

CONTAMINANT EMISSION SUMMARY TABLE

Stack Identification No.							
Volumetric flowrate of gases discharged (cubic metres per second)							
Temperature of gases discharged (Celsius)							
Stack height above roof (metres)							
Stack height above grade (metres)							
Stack diameter (metres)							
Contaminant(s) in the exhaust:	Rate of Discharge (grams per second)						
Particulate							
Nitrogen Oxide							
Sulphur Dioxide							

Is an inventory of all existing sources of the contaminant(s) discharged from the proposal required? (See Section 7.5.3 of the "Guide")

YES

NO

APPENDIX D

GUIDELINES FOR COMPLETING A SOURCE INVENTORY

INTRODUCTION:

The purpose of the source inventory is to develop a reasonable data base to determine compliance with Regulation 308 under the Environmental Protection Act which requires that the maximum concentration at a point of impingement (POI) during any half hour period must be below the applicable limit. The POI must be calculated for the aggregate emission of a given contaminant. This means that all sources including periodic releases must be assessed. The requirement for a maximum concentration means that the inventory must report the maximum predictable emission from the entire Facility.

The inventory forms the input to the dispersion models which in turn predict the point of impingement (POI) concentration at the nearest critical receptor. The POI is typically the point at which the highest concentration of a contaminant is predicted to occur. If the point of highest concentration is within the property owned by the Company the POI is usually the point along the land at the property line where the highest concentration of the contaminant is expected to occur. There are however, circumstances where the POI may be located inside the property line, for example in the case of a public building the nearest critical receptor may be an air intake on the roof or the nearest openable window.

Compliance with regulation 308 is achieved when all sources of a contaminant together result in a maximum point of impingement concentration lower than the corresponding limit.

The accuracy of inventory estimate will obviously reflect on the certainty regarding compliance, therefore it is important that the inventory report address the accuracy. In general, the company must be able to defend the fact that the data presented establishes that the Facility is in compliance.

A copy of the Ontario Environmental Protection Act with Regulation 308 attached is available, for a fee at the following location:

Publications Ontario
Ministry of Government Services
Main Floor, 880 Bay Street
Toronto, Ontario
M7A 1N8
Tel. (416) 326-5320

A listing of half hour point of impingement concentration limits is available at the following location:

Emission Technology & Regulation Development
Air Resources Branch
Ontario Ministry of the Environment
4th Floor, 880 Bay Street
M5S 1Z8

Tel. (416) 326-1700

REQUIRED INFORMATION:

The format and scope of a source inventory is site specific; however, all source inventory reports should contain the following minimum amount of information:

SCOPE

The inventory must examine and determine an emission factor for all possible sources.

A source, for the purposes of this inventory, shall be taken to mean an individual point of emission or a distinct process or area from which emissions may originate. Where multiple stacks or vents arise from a common process, the individual points of emission shall each be considered to be a source. Where several differing processes give rise to distinct mixtures of pollutants, discharging to a common stack, the originating equipment or activity shall be considered to be the source.

EMISSION RATE

An emission rate should be developed for each source. This emission rate must correspond to some operating parameter or production rate. This emission rate may be based on a mass balance over the system, operating conditions, thermodynamic and physical properties, literature data or any other scientifically valid method that will reflect the actual emission rate. If none of these methods is applicable, direct measurement of the emissions may be required.

Emission rates must be reported based on a half hour averaging time to fulfil the requirements of Regulation 308 as well as an estimated annual emission. The following examples illustrate the half-hour averaging time further:

- if a source emits 1 kilogram continuously over a two hour period each day and emits nothing during the balance of the day the emission rate would be 250 grams per half hour or 0.14 grams per second;

-
- if a source emits 1 kilogram continuously over a 15 minute period each day and emits nothing during the balance of a half hour period the emission rate would be 1000 grams per half hour or 0.55 grams per second;
 - the emission and resultant point of impingement concentration from an instantaneous or "puff" emissions is not addressed according to the procedures above; a separate model is employed for in these situations.

Every half-hour averaged emission rate must include some quantification of the accuracy of the estimation; annual emission rates need not include an error estimate. This error assessment is necessary to sensibly compare the various sources of a common contaminant and their impact on the point of impingement concentration. The intent of this requirement is to get a good estimate of the overall impact while avoiding to avoid any underestimations.

This estimation of error can be simplified if an overestimation of the emission rate is made. The error estimate on an emission rate can be assumed to be zero for rates that are based on mass balances for worst case situations were all the uncertainties are assigned to the emission stream. In general, any time a calculation is based on one or more conservative assumptions that would lead to an obvious overestimation of the emission the error can be assumed to be zero.

For an estimate based on an emission factor, the factor must be carefully documented and any associated error reported. In the case of a rate base on a guarantee from an equipment supplier, if the guarantee is documented the error can be assumed to be zero.

If direct measurement of an emission source is used and a direct measurement procedure other than Source Testing (source testing specifically reviewed and accepted by the Ministry) is employed than that emission rate must include an assessment error. It is emphasised that such direct measurement procedures reflect the maximum rather than average emission rate. Furthermore, while direct measurement procedures will provide a useful estimate of the emissions, the Ministry may direct the company to retest the source at a later date according to accepted methods.

In all cases, if the error can not be properly estimated the sensitivity of the estimates can be assessed. Thus for a given estimate if the error is unknown than the maximum error that would result in the aggregate emission not complying with Regulation 308, with all other sources held constant, must be calculated. This "sensitivity" will serve as a substitute for the error requirement.

DISPERSION CALCULATIONS

The inventory report must include dispersion calculations performed in accordance with Regulation 308. Copies of a dispersion modelling package in accordance with Regulation 308 are available from the Ministry of the Environment at no charge. Forward any request for copies of the modelling software to the following location, along with three double sided double density 5.25" diskettes:

Air Quality & Metrology Unit
Air Resources Branch
Ontario Ministry of the Environment
P.O. Box 213
125 Resources Road
Rexdale, Ontario
M9W 5L1
(416) 235-5765

FORMAT:

The report should contain the following information:

- A description of each source, detailing the process or area served by each emission point referenced to a process diagram.
- A listing of general stack information for each emission point, including the following:
 - estimate of maximum emission rate, including estimated error or sensitivity, in grams per second, referenced to a specified production rate,
 - estimate of the annual emission rate (estimated error not required),
 - building dimensions (width & length),
 - stack head design,
 - stack exit diameter or dimensions,
 - emission point height above roof,
 - emission point height above grade,
 - volumetric flowrate of exhaust gas (normalised to 0 degrees Celsius),
 - velocity of exhaust gas,
 - temperature of exhaust gases,
- A numbering system referencing each emission point to a corresponding site plan. This site plan shall be drawn to scale and shall include all property lines, critical receptors and elevations. A grid system shall be used to identify the location of each emission point.
- A printout of the dispersion model input and output data.

-
- All supporting calculations and assumptions used to determine the emission rate for all points of emission.

SOURCE TESTING

Source Testing in accordance with Ministry requirements is appropriate to verify an estimate. Source Testing must be conducted according to the procedure described below.

Source Testing is performed, where possible, in accordance with the Source Testing Code (Version 2, Report No. ARB-66-80, dated November 1980, or any subsequent update).

Prior to conducting any of the Source Testing, the Company must submit to the Supervisor, Source Assessment and Technology Unit, Air Resources Branch of the Ministry a test protocol including the Pre-Test Information for the Source Testing required by the Source Testing Code. The Company shall finalize the test protocol in consultation with the Supervisor.

The Company shall not commence Source Testing until the Supervisor has accepted the test protocol.

The Ministry reserves the right to witness any Source Testing. The Company shall notify the District Officer and the Supervisor in writing of the location, date and time of any impending Source Testing at least fifteen (15) days prior to the Source Testing.

The inventory report must include all comments received from the Source Assessment and Technology Unit regarding the source testing procedures.

QUALITY:

The purpose of the source inventory is to determine the best reasonable estimate of all emissions from a facility. This data will be used to assess compliance.

The Ministry considers the most credible verification of any emission estimate to be results of Source Testing performed in consultation with and witnessed by the Ministry. All reported emission rates are considered estimates and as such may be subject to a requirement for Source Testing in the future.

The information that is included within a source inventory will be used by the Ministry to assess an application for Certificate of Approval and, therefore, all information must be true and complete in every respect. If the inventory is not complete the company may be required to resubmit any or all of the information, as required by the Ministry.

APPENDIX E

LOCATIONS MOE Approvals, District Offices and Regions

Approvals Branch

Waste Sites and Systems Section
3rd Floor, 250 Davisville Ave.
Toronto, Ontario M4S 1H2
(416) 440 - 3713

Central Region

Toronto Regional Office
4th Floor, 7 Overlea Blvd.
Toronto, Ontario M4H 1A8
(416) 424-3000

Barrie District Office
12 Fairview Rd.
Barrie, Ontario L4N 4P3
(705) 726-1730

Halton-Peel District Office
Suite 401
1235 Trafalgar Rd.
Oakville, Ontario L6H 3P1
(416) 844-5747

Muskoka-Haliburton District Office
483 Bethune Dr.
Gravenhurst, Ontario P0C 1G0
(705) 687-3408

Peterborough District Office
139 George St. North
Peterborough, Ontario K9J 3G6
(705) 743-2972

Toronto East District Office
4th Floor, 7 Overlea Blvd.
Toronto, Ontario M4H 1A8
(416) 424-3000

Toronto West District Office
4th Floor, 7 Overlea Blvd.
Toronto, Ontario M4H 1A8
(416) 424-3000

York-Durham District Office
4th Floor, 7 Overlea Blvd.
Toronto, Ontario M4H 1A8
(416) 424-3000

Northeastern Region

Sudbury Regional Office
11th Floor, 199 Larch St.
Sudbury, Ontario P3E 5P9
(705) 675-4501

North Bay District Office
Northgate Plaza
1500 Fisher St.
North Bay, Ontario P1B 2H3
(705) 476-1001

Parry Sound Sub-Office
74 Church St.
Parry Sound, Ontario P2A 1Z1
(705) 746-2139

Sault Ste. Marie District Office
445 Albert St. East
Sault. Ste. Marie, Ontario P6A 2J9
(705) 949-4640

Sudbury District Office
11th Floor, 199 Larch St.
Sudbury, Ontario P3E 5P9
(705) 675-4501

Timmins District Office
83 Algonquin Blvd. West
Timmins, Ontario P4N 2R4
(705) 268-3222

Northwestern Region

Thunder Bay Regional Office
P.O. Box 5000
3rd Floor, 435 James St. South
Thunder Bay, Ontario P7C 5G6
(807) 475-1205

Kenora District Office
P.O. Box 5150
808 Robertson St.
Kenora, Ontario P9N 1X9
(807) 468-2718

Thunder Bay District Office
P.O. Box 5000
3rd Floor, 435 James St. South
Thunder Bay, Ontario P7C 5G6
(807) 475-1205

Southeastern Region

Kingston Regional Office
P.O. Box 820
133 Dalton Ave.
Kingston, Ontario K7L 4X6
(613) 549-4000

Belleville Sub-Office
15 Victoria Ave.
Belleville, Ontario K8N 1Z5
(613) 549-4000

Cornwall District Office
205 Amelia St.
Cornwall Ontario K6H 3P3
(613) 933-7402

Kingston District Office
P.O. Box 820
133 Dalton Ave.
Kingston, Ontario K7L 4X6
(613) 549-4000

Ottawa District Office
2nd Floor, 2378 Holly Lane
Ottawa, Ontario K1V 7P1
(613) 521-3450

Pembroke Sub-Office
1000 Mackay St.
Pembroke, Ontario K8B 1A3
(613) 732-3643

Southwestern Region

London Regional Office
985 Adelaide St. South
London, Ontario N6E 1V3
(519) 661-2200

Owen Sound District Office
1180 - 20th St. East
Owen Sound, Ontario N4K 6H6
(519) 371-2901

Sarnia Area Office
Suite 109, 265 Front St. North
Sarnia, Ontario N7T 7X1
(519) 336-4030

Windsor District Office
8th Floor, 250 Windsor Ave.
Windsor, Ontario N9A 6V9
(519) 254-2546

West Central Region

Hamilton Regional Office
12th Floor, 119 King St. West
P.O. Box 2112
Hamilton, Ontario L8N 3Z9
(416) 521-7640

Cambridge District Office
400 Clyde Rd.
P.O. Box 219
Cambridge, Ontario N1R 5T8
(519) 653-1511

Hamilton District Office
12th Floor, 119 King St. West
P.O. Box 2112
Hamilton, Ontario L8N 3Z9
(416) 521-7640

Welland District Office
637 - 641 Niagara St. North
Welland, Ontario L3C 1L9
(416) 384-9896



SAMPLE

APPENDIX F
Application for a Certificate of Approval (Air)
Section 9, Environmental Protection Act, R.S.O. 1990

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* Ce formulaire est disponible en français

For Office Use Only	
Application Number	Payment received \$ _____
	Date received _____
	Initials _____

Information collected in this form is collected under the authority of the Environmental Protection Act, Section 9 R.S.O. 1990. The purpose of the form is to provide the information necessary for review of applications for approval as required under Section 9 of the Environmental Protection Act, R.S.O. 1990.

The release of information contained in this application form, and supporting documents is subject to the provisions of the Freedom of Information and Protection of Privacy Act and its regulation (o. Reg. 677/87).

NOTE:

Before completing this application form, please read a document entitled "Guide for Applying for Certificates of Approval (Air), Section 9, Environmental Protection Act, R.S.O. 1990". This document details information that must be provided for each section in the application form. For copies, please contact the Approvals Branch at the address or telephone number provided below.

General information approval requirements and procedures is contained in a separate document entitled "General Information, Certificates of Approval (Air), Section 9, Environmental Protection Act, R.S.O. 1990, Chapter E-19, Approvals Branch, August 1992". This document is available from the Approvals Branch.

Applications that are submitted for the type of equipment and process referred to on page ii and iii, section 7, "GENERAL INSTRUCTION" of the Guide must sent to the District Office of the Ministry of the Environment (unless otherwise directed by the District Office), which is closest to the location of the proposal (see Appendix E, in the Guide for the locations and addresses of District Offices).

Applications that are submitted for other types of equipment and processes must be submitted as follows:

(1) One application form with the original signature and all supporting information to:

fee

Director
Section 9, Environmental Protection Act
Approvals Branch
Ministry of the Environment
250 Davisville Avenue
Toronto, Ontario M4S 1H2

Telephone (416) 440-3718
Fax (416) 440-8973

(2) A duplicate of the application form and all supporting information referred to in (1) to the District Office, which is closest to the location of the proposal (unless otherwise directed by the District Office).

If correspondence acknowledging receipt of the application is not received from the Approvals Branch within two weeks of submitting the application, please inquire at the above noted telephone number.

All sections are to be completed in full, as applicable. Incomplete applications cannot be reviewed and will be returned

Instructions

1.1 Applicant(s)

<input type="checkbox"/> Owner of Equipment	Name of Individual / Company (Applicant)
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Mailing address

City	Province	Postal code
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Name of representative	Title	Telephone No.	Fax No.
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Type of document provided to verify the legal name of the owner of the equipment	Reference No.
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OR If this document has previously been provided, reference Certificates of Approval No.

<input type="checkbox"/> Operating Authority (Name as above do not complete)	Name of Individual / Company (Applicant)
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Mailing address

City	Province	Postal code
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Name of representative	Title	Telephone No.	Fax No.
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Type of document provided to verify the legal name of the owner of the equipment	Reference No.
--	---------------

OR If this document has previously been provided, reference Certificate of Approval No.

Legal agreement between the owner of the equipment and / or the operator and company noted in this section is attached as Reference No. _____

1.2 Declaration by Applicant(s)

After taking all necessary steps to properly inform myself / ourselves of the facts associated with this application, I / We certify that the information in this document and all attachments are correct, accurate and complete to the best of my / our knowledge.

Applicant(s) Name(s)

Signature(s)

Date

Section 1: Applicant, Declaration and Technical Contact

For Office Use Only

1.3 Applicant's Technical Contact

Name of Individual / Company (Applicant)

Mailing address

City

Province

Postal code

Name of representative

Title

Telephone No.

Fax No.

An authorization letter from the applicant (s) is provided as reference No. _____

Location (indicate the type and location of the proposal)2.1 Stationary Location: _____2.2 Mobile _____*If the proposal conflicts with area zoning by-laws, or if a Development Permit is required and a copy not attached, the application will be returned***3.1 Zoning Information**

Does the proposal for which application is being made comply with the area zoning bylaw (s)?

 Yes No**3.2 Niagara Escarpment Planning and Development (NEPDA)**Is a development permit under Niagara Escarpment Planning and Development (NEPDA) required? Yes No

If required a copy of the Development Permit is attached as Reference No. _____

Section 4: General Operations Information**4.1 Briefly describe the nature of operations at the site of the proposal.**

5.1 The application is for the following: (check all applicable items)

Item	Type	No.of Units	New	M*
1	Pollution control equipment			
2	Process equipment			
3	Combustion equipment			
4	Other:			

*M Modifications

Provide a brief description / summary of the reason for the application (a detailed description is provided under Section 7).

**Section 6: Existing Certificate
of Approval**

6.1 If the item (s) for which application is submitted in Section 5 may result in amendments to, or is / are related to installations approved by existing Certificate (s) of Approval, provide a copy of the certificate (s) and list the appropriate approval number:

Item No (s). (from Section 5)	Existing Certificate of Approval No.	Reference No. (if copy attached)

Section 7: Detailed Description of Proposal

7. A detailed description of the proposal is required , as explained in the Guide consisting of the following items:

Item No.	Description of Item	Information Included		Reference No.
		Yes	No	
7.1	Abstract of proposal			
7.2	General description of proposal			
7.3	Data sheets			
7.4	Process flow diagram			
7.4.1	Process step (s) and or Unit (s)			
7.4.2	Operating conditions, process streams and flow rates			
7.5	Stacks, vents and contaminant emission information			
7.5.1	Contaminant emission summary table			
7.5.2	Supporting information for contaminant			
7.5.3	Existing sources of contaminants			
7.5.4	Dispersion calculations			
7.6	Site, plot, roof and elevation, plans of building, structures			
7.7	Supporting information for the assessment of noise and vibration emmissions			

Section 8: Operating Schedule and Production Data**8.1 Operating Schedule**

Indicate the operating schedule of the porposal:

Hours per day periods _____

Weeks per year _____

Days per week _____

Shift _____

Is this an intermittent operation? Yes No

If yes, what is the duration and frequency of operation? _____

8.2 Production Data

Raw materials: _____

Products: _____

Current position level: _____

Future production level and date: _____

9. Indicate the proposed dates of the following:

Start of construction: _____

Start of operations: _____

10. See "Guide" for additional detail and information.

Cost of pollution control device for
the purpose of fee estimate. \$ _____

2% of cost of pollution control device \$ _____

Estimated Fee (\$50 min.; \$100,000 max.) \$ _____

Certified cheque or money order attached: Yes No

The fee must be in the form of a certified cheque or money order made payable to the Treasurer of Ontario.
DO NOT SEND CASH.

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